



Department of Energy  
Office of Science  
Washington, DC 20585

Office of the Director

March 16, 2006

MEMORANDUM FOR

SITE OFFICE MANAGERS  
ASSOCIATE DIRECTORS  
OFFICE DIRECTORS

FROM:

*Raymond T. Schwach*  
Director, Office of Science

SUBJECT:

Conference Management Guidance

ARGONNE SITE  
OFFICE

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On April 13, 2005, I issued guidance regarding how the Office of Science should handle Scientific and Technical conferences which are sponsored or co-sponsored by our laboratories. It is important that we continue to abide by this formal process and have common practices for the approval of conferences sponsored by SC laboratories.

Enclosed is the updated process that all Site Offices should use to obtain approval for conferences, including major international conferences. Also enclosed is a flowchart of the process for your use as well as a copy of the Office of Science Conference Questionnaire.

For all requests that are submitted please allow at least 90 days for the SC-1 approval process to occur. All requests should be submitted electronically to Mitch Johns ([mitchell.johns@science.doe.gov](mailto:mitchell.johns@science.doe.gov)).

I also encourage you to review the requirements and responsibilities outlined in the DOE Order on Conference Management (DOE O 110.3) and associated Contractor Requirements Document to ensure that your contractors are in compliance, particularly in how they determine the exclusions.

If you have any questions, please contact Mitch Johns at (202)586-5430.

cc: Todd Harding  
Jeff Salmon  
Don Erbschloe  
Mitch Johns

Attachments:

- 1) Conference Management Approval Process
- 2) Conference Management Approval Process Flowchart
- 3) Office of Science Conference Questionnaire



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